

Elementary

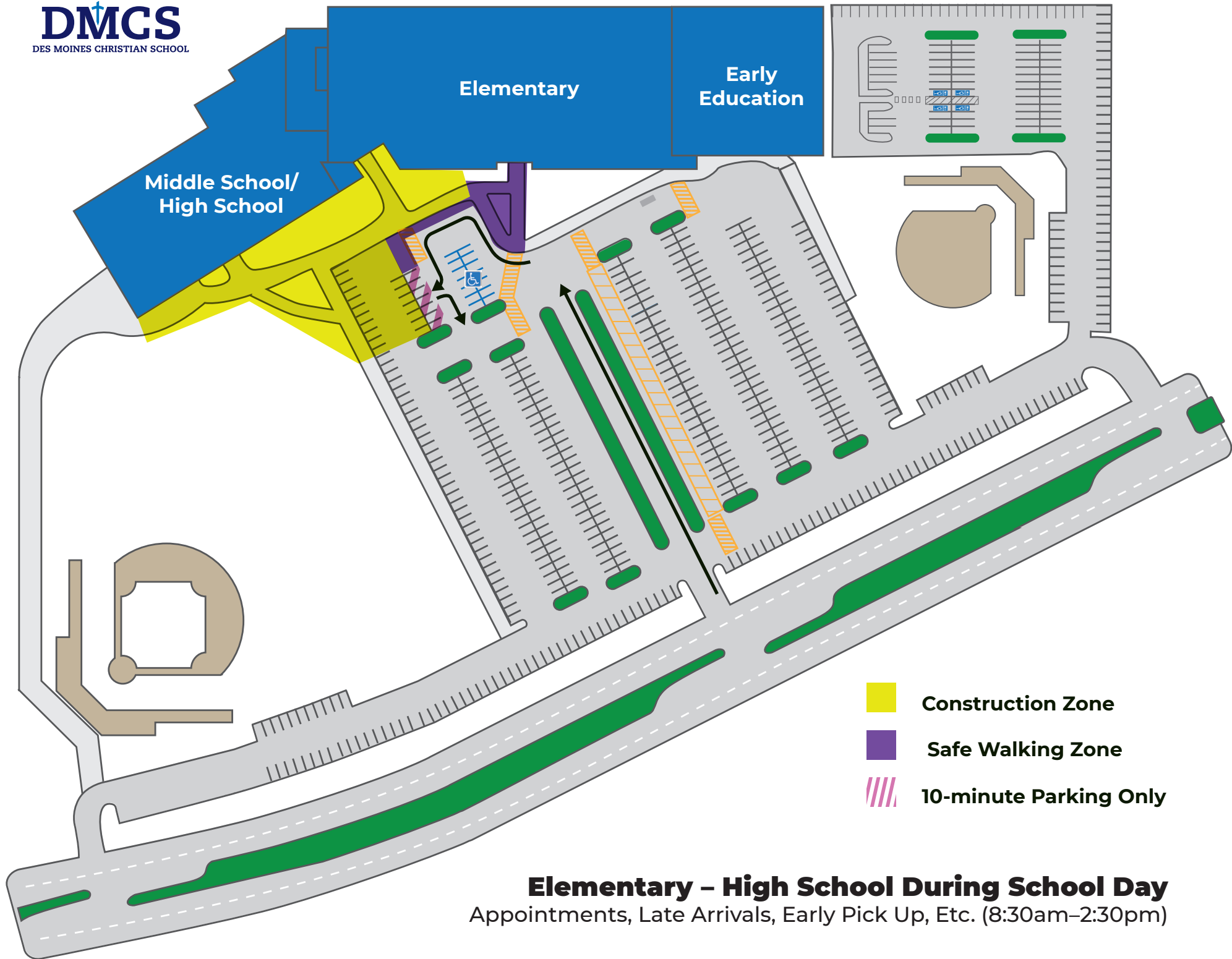
Early Education




Middle School/
High School

↑ Kindergarten and
Kinderten Siblings Lines

↑ 1st Grade - 5th Grade Lines

Elementary Drop Off Car Line



-  **Construction Zone**
-  **Safe Walking Zone**
-  **10-minute Parking Only**

Elementary - High School During School Day
Appointments, Late Arrivals, Early Pick Up, Etc. (8:30am-2:30pm)



CAR LINE PROCEDURES - 2021-2022

This letter is to inform families what the car line procedures are for GRADES K-5. We would like to initiate the procedures the first week of school. The procedure is outlined below:

1. The Elementary Department currently uses CurbSmart, a Dismissal Management Program to dismiss our students at the end of the school day. Each family will be assigned a car line identification number. The number will be displayed on a car line tag. Students stay in their classrooms until the car line tag number is entered into the system by DMC staff – this releases the student from the classroom to car line. Each family will be given three tags on one sheet. Plan to cut them apart and distribute them to those that will/may be picking up your student(s). Additional tags may be requested from Carmen Kopf in the Elementary Office.

Anyone providing transportation, whether he or she is a parent, grandparent, carpool driver, or sibling, must have the proper identification tag displayed in their vehicle. **It is easiest for our staff to see the ID card when it is attached to the passenger side visor (when it is flipped down).** This will help the line move more efficiently. If the person picking up the student(s) is parking and walking up to the building, they will still need to bring the car line tag with them so that their teacher can be notified to dismiss them from the classroom. Another option is to call the school to report your carpool arrangement. We can note the carpool arrangement in the system.

2. Contact the Elementary Office if your child plans to walk home each day. We will add that information to the system. High School drivers picking up Elementary students will need to report their car line ID number to the car line attendant standing outside.
3. The end of the school day for Elementary is 3:15 p.m. Once you pull up in front of the school, car line administrators, wearing yellow vests, will enter the number on your car line tag to alert teachers to send your child outside to the appropriate car line (Kindergarten car line, Grade 1-5 car line, or if they are walking home from school).

If you choose to park instead of using the car line, plan to show your tag number to the Car Line Administrator wearing a yellow vest who is standing by the front entrance. The Administrator will enter your number to alert the classroom teacher you are standing outside to pick up your child. As a reminder, Elementary families should park on the Elementary side of the school.

4. **Kindergarten students and their siblings/car pool will be picked up in front of the Performance Hall** (see Car Line Map for directions). **Students in grades 1-5 will be picked up in the car line in front of the Elementary Wing** (see Car Line Map for directions). If you have more than one child in the Elementary School, we will direct the older child(ren) to join the line with the youngest student/carpool student.

Elementary students with Early Education/Preschool siblings that are also picked up/dissmised at 3:15 – Please contact the Elementary Office so that we can release your Elementary student at that time to Door 18 (east end of building) where they can meet you and the Early Education/Preschool sibling.

5. Students will be loaded into their vehicle on the curbside **(inside lane)** only. The outer lane is a designated passing lane and has moving traffic.
6. Teachers will assist students who need help loading items into a vehicle (i.e. instruments). **However, they will not fasten seat belts or buckle children into car seats. Drivers should always remain in their vehicles for safety purposes.**
7. Once your student is picked up, you may pull out into the passing lane and move toward the designated exits. Parents may not wait in the car line if a student forgets an item in the school. The driver will need to park in the parking lot to wait for their child to return to the vehicle.



8. **Cell Phone Usage:** While Iowa law allows drivers to speak on the phone while operating a motor vehicle, we would ask that you refrain from talking/texting on the phone while in the car line. **This is for the benefit and safety of all children at DMCS.**
9. After the Bell students will be picked up from their classrooms at the end of each school day.
10. Questions about car line – feel free to contact the Elementary Office and ask for Karla Lowe or Carmen Kopf (252-2485).